

Invitation to Bid

City of Milwaukee

CITY OF MILWAUKEE
200 E WELLS STREET
MILWAUKEE WI 53202
United States

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[http://www.milwaukee.gov/citygov/](http://www.milwaukee.gov/citygov/doa/sp/sp.shtml)
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MILWAUKEE WI 53202

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CIMIL-0000002395	05/13/2010	Karen Cutts	1
Payment Terms	DateTime Bid Open	Closing	
PROMPT PAY	05/13/2010 03:32 PM	06/10/2010 02:00 PM	

Ship To: CITY WIDE VENDOR CONTRACTS
CITY OF MILWAUKEE
FOR VARIOUS CITY AGENCIES
AT VARIOUS CITY LOCATIONS
MILWAUKEE WI
United States

Bill To: CITY WIDE VENDOR CONTRACTS
CITY OF MILWAUKEE
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1		CITY WIDE VSC FOR IT PROFESSIONAL SERVICES			1.0000	VEN	

Freight Terms: DEST

Ship Via: NOT APPL

VENDOR SERVICE CONTRACT FOR INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES, ON AN "AS NEEDED" BASIS, FOR THE PERIOD ANTICIPATED TO COMMENCE JULY 1, 2010 THROUGH JUNE 30, 2013 WITH THE OPTION TO RENEW THE CONTRACT FOR TWO ADDITIONAL ONE-YEAR PERIODS.

TO BE IN ACCORDANCE WITH ATTACHMENT A. NOTE: APPENDIX A (PAGES 7-9) SHOULD BE COMPLETED AND RETURNED WITH THIS INVITATION TO BID FORM. ELABORATE INCLUSIONS WITH YOUR BID DOCUMENT (E.G., ARTWORK, BINDERS, SPECIAL FASTENERS) ARE DISCOURAGED.

VENDORS MUST SUBMIT THEIR HOURLY COST USING APPENDIX A (PAGES 7-9). A FIRM HOURLY RATE MUST BE QUOTED, A RANGE OF RATES WILL NOT BE ACCEPTED. VENDORS SHOULD ONLY BID ON SERVICES FOR WHICH THEY ARE FULLY QUALIFIED.

HOURLY RATES SUBMITTED WILL BE FIRM FOR ONE YEAR WITHOUT A PERCENTAGE INCREASE. AFTER ONE-YEAR A PRICE ESCALATOR CAN BE INVOKED. PRICES CAN ONLY ESCALATE 3% PER YEAR OVER THE LIFE OF THE CONTRACT. ALL PRICE INCREASES MUST BE MADE IN WRITING TO THE CITY OF MILWAUKEE'S PROCUREMENT SERVICES SECTION (ATTENTION PURCHASING AGENT). PRICE INCREASES MUST BE MADE 60 DAYS IN ADVANCE OF THE EFFECTIVE DATE OF THE INCREASE.

HISTORICALLY, THE CITY HAS SPENT A TOTAL OF APPROXIMATELY \$775,000.00 PER YEAR ON IT PROFESSIONAL SERVICES.

PERSONNEL NON-PERFORMANCE: CITY DEPARTMENTS MAY REQUEST IMMEDIATE REMOVAL OF CONSULTANT PERSONNEL FOR PERFORMANCE PROBLEMS SUCH AS LACK OF QUANTITY OR QUALITY OF WORK, ATTENDANCE ISSUES, INABILITY TO GET ALONG WITH PEOPLE, NON-COMPLIANCE WITH AGENCY STANDARDS, INABILITY TO FOLLOW DIRECTIONS, ABUSE OF FACILITIES, OR OTHER PERFORMANCE PROBLEMS. THE AGENCY MAY REQUEST THAT THE INDIVIDUAL BE REPLACED WITHIN TEN (10) WORKING DAYS (SEE PERSONNEL SUBSTITUTION) OR MAY CANCEL.

THE AGENCY HAS SOLE DISCRETION IN TERMINATION OF AN ENGAGEMENT. UPON SUCH TERMINATION, THE AGENCY WILL SUBMIT TO THE VENDOR, WITH A COPY TO THE CITY PROCUREMENT SERVICES SECTION, AN EXPLANATION OF THE TERMINATION. IF A SIGNIFICANT NUMBER OF AGENCY TERMINATIONS OCCUR, THE SUPPLIER MAY BE REMOVED FROM THE CONTRACT AT THE SOLE DISCRETION OF THE CITY.

PERSONNEL SUBSTITUTION: SHOULD A CONSULTANT PREMATURELY LEAVE AN AGENCY ENGAGEMENT FOR ANY REASON, THE VENDOR WILL BE REQUIRED TO PROVIDE TO THE PROCURING DEPARTMENT A WRITTEN NOTICE TEN (10) WORKING DAYS IN ADVANCE. SUBSTITUTION OF PERSONNEL IS SUBJECT TO APPROVAL BY THE PROCURING AGENCY. SUBSTITUTION PERSONNEL WILL BE PROVIDED AT NO COST TO THE CITY FOR THE FIRST THREE (3) WEEKS FOR TRAINING PURPOSES ON ANY CONTRACT OF SIX (6) MONTHS OR GREATER.

*** SIGNATURE REQUIRED ***

IT IS ONLY NECESSARY FOR YOU TO SIGN THE FIRST PAGE OF THE INVITATION TO BID. YOUR SIGNATURE WILL SIGNIFY YOUR AGREEMENT TO ALL PRICING, TERMS AND CONDITIONS STATED HEREIN. BIDDERS ARE REQUIRED TO COMPLETE AND RETURN ALL BID PAGES WITH THEIR BID SUBMITTAL.

*** CONTACT PERSON ***

ANY QUESTIONS, CLARIFICATIONS, ETC. MUST BE DIRECTED TO THE PURCHASING AGENT LISTED ON THIS BID (KAREN CUTTS / EMAIL PREFERRED AT karen.cutts@milwaukee.gov OR 414-286-3508) AT LEAST FIVE WORKING DAYS PRIOR TO THE BID CLOSING DATE NO LATER THAN 4:45PM ON THURSDAY, JUNE 3, 2010. REQUESTS RECEIVED AFTER THAT TIME WILL NOT BE CONSIDERED.

BIDDERS ARE SPECIFICALLY DIRECTED NOT TO CONTACT ANY CITY OF MILWAUKEE STAFF OTHER THAN THE PURCHASING AGENT FOR MEETINGS, CONFERENCES, OR TECHNICAL DISCUSSIONS THAT ARE RELATED TO THIS BID. UNAUTHORIZED CONTACT OF ANY CITY DEPARTMENT EMPLOYEE IS A CAUSE FOR REJECTION OF THE BID. ANY ADDITIONAL INFORMATION OR CLARIFICATIONS THAT ARE PROVIDED TO ONE BIDDER WILL BE PROVIDED TO ALL BIDDERS IN THE FORM OF AN ADDENDUM POSTED TO THE CITY'S WEB SITE (BIDS PENDING PAGE).

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*** BID AND/OR SPECIFICATION APPEAL PROCESS ***

BIDDERS SHOULD SUBMIT A WRITTEN REQUEST TO THE PURCHASING AGENT FOR INTERPRETATION OR CORRECTION OF ANY AMBIGUITY OR INCONSISTENCY DISCOVERED IN THE BID, SPECIFICATIONS OR ATTACHMENTS. ANY REQUESTS FOR CHANGES, CLARIFICATIONS, ETC., TO THE BID RELATED SPECIFICATIONS OR ATTACHMENTS MUST BE SUBMITTED TO THE PURCHASING AGENT REFERENCED ON THE BID IN WRITING AT LEAST FIVE (5) WORKING DAYS PRIOR TO THE BID CLOSING DATE NO LATER THAN 4:45PM ON THURSDAY, JUNE 3, 2010. REQUESTS RECEIVED AFTER THAT TIME WILL NOT BE CONSIDERED.

BIDDERS ARE CAUTIONED NOT TO CHANGE ANY OF THE TERMS OR CONDITIONS IN THE BID AND/OR SPECIFICATIONS WITHOUT THE WRITTEN APPROVAL OF THE DOA-PROCUREMENT SERVICES SECTION. ANY UNAUTHORIZED CHANGES WILL CONSTITUTE A COUNTEROFFER AND WILL SUBJECT THE BID TO REJECTION.

*** BID ADDENDUM ***

ANY CHANGES MADE AS A RESULT OF A WRITTEN REQUEST WILL BE ISSUED VIA A BID ADDENDUM, AND, IF NECESSARY, AN EXTENSION WILL BE MADE TO THE BID CLOSING DATE. ANY ADDENDA WILL BE POSTED TO THE CITY OF MILWAUKEE PROCUREMENT SERVICES WEBSITE: WWW.CITY.MILWAUKEE.GOV (BIDS PENDING PAGE). BIDDERS ARE RESPONSIBLE FOR CHECKING THIS WEBSITE FOR ANY FUTURE ADDENDA, ETC., PRIOR TO THE BID CLOSING DATE. ALL ADDENDA MUST BE SIGNED AND RETURNED BY THE BID CLOSING DATE AND TIME. BIDDERS WHO DO NOT RETURN THE ADDENDA MAY HAVE THEIR BID REJECTED. IF YOU ARE UNABLE TO ACCESS THE INTERNET, CONTACT DOA-PROCUREMENT SERVICES AT 414-286-3501 TO OBTAIN A HARD COPY.

*** ESCALATION / DE-ESCALATION CLAUSE ***

THIS WILL BE A THREE (3) YEAR CONTRACT WITH THE OPTION TO RENEW FOR TWO ADDITIONAL ONE-YEAR PERIODS FROM DATE OF AWARD SUBJECT TO ANNUAL REVIEW BY THE CITY WITHIN SIXTY (60) DAYS OF THE ANNIVERSARY DATE. THE VOLUME LISTED IS AN ESTIMATE AND IS NO GUARANTEE AS TO THE AMOUNT THAT WILL BE PURCHASED DURING THE TERM OF THE CONTRACT. CONTRACT CONTINUANCE IS CONTINGENT UPON THE AVAILABILITY OF FUNDING FOR THE MATERIALS OR SERVICES TO BE PROVIDED DURING THE THREE YEAR TERM OF THE CONTRACT.

HOURLY RATES QUOTED MUST BE FIRM FOR ONE YEAR WITHOUT A PERCENTAGE INCREASE. AFTER ONE-YEAR A PRICE ESCALATOR MAY BE INVOKED. PRICES CAN ONLY ESCALATE 3% PER YEAR OVER THE LIFE OF THE CONTRACT. SUCH REQUEST MUST BE MADE IN WRITING TO THE PURCHASING AGENT LISTED ON THE CONTRACT AT LEAST SIXTY (60) DAYS IN ADVANCE OF THE EFFECTIVE DATE OF THE INCREASE. THE INCREASE MUST BE APPROVED BY THE BUSINESS OPERATIONS DIVISION, PROCUREMENT SERVICES SECTION PRIOR TO ITS EFFECTIVE DATE. LIKEWISE, ANY DE-ESCALATION IN PRICE SHALL BE PASSED ON TO THE CITY. VENDORS ARE OBLIGATED TO TREAT PRICE DECREASES AS EQUALLY AS PRICE INCREASES DURING THE TENURE OF THE CONTRACT.

PRICE ESCALATION CLAUSES ARE NOT APPLICABLE FOR "DISCOUNT FROM LIST" CONTRACTS AS THE VENDOR'S CURRENT LIST WILL ALREADY REFLECT MARKET CHANGES. THEREFORE, WHILE PERCENT OF DISCOUNT OFFERED BY VENDOR MUST REMAIN FIRM FOR TERM OF CONTRACT, VENDOR MUST PROVIDE UPDATED PRICE LISTS TO THE CITY USER DEPARTMENT(S) WHEN UPDATED.

*** INVOICE REQUIREMENT ***

THIS IS A CITY WIDE CONTRACT. ANY CITY USER PLACING AN ORDER OFF OF THIS CONTRACT MUST BE INVOICED DIRECTLY. THE VENDOR MUST OBTAIN THE INDIVIDUAL'S NAME, BILL-TO LOCATION, AND TELEPHONE NUMBER AT THE TIME OF ORDER PLACEMENT. THIS INFORMATION ALONG WITH THE VENDOR CONTRACT NUMBER MUST BE CLEARLY SPECIFIED ON THE INVOICE FOR TIMELY PAYMENT.

*** LIVING WAGE PROVISION ***

POTENTIAL BIDDERS SHOULD NOTE THAT THE CITY'S LIVING WAGE PROVISION APPLIES TO THIS PROCUREMENT. THIS REQUIRES THAT ALL INDIVIDUALS WHO WORK ON THIS CONTRACT BE PAID A MINIMUM OF \$8.80 PER HOUR. BIDDERS MUST COMPLETE AND SUBMIT WITH THEIR BID THE "AFFIDAVIT OF COMPLIANCE-LIVING WAGE PROVISION" FORM. PLEASE NOTE THAT THIS INFORMATION IS MATERIAL TO THE BID. FAILURE TO SUBMIT THIS INFORMATION WITH YOUR BID MAY RESULT IN YOUR BID BEING REJECTED.

*** EMERGING BUSINESS ENTERPRISE PROGRAM ***

THIS INVITATION TO BID REQUIRES AN EMERGING BUSINESS ENTERPRISE (EBE) PARTICIPATION OF 40% IN ACCORDANCE WITH THE

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		CITY OF MILWAUKEE ORDINANCE CHAPTER 360.			

NOTE: READ THE TOTAL EMERGING BUSINESS ENTERPRISE PROVISIONS IN THE BID PACKAGE VERY CAREFULLY. EBE FORMS A AND B MUST BE RETURNED WITH YOUR BID. PLEASE NOTE THAT ON FORM A THE PERCENTAGE OF BID COLUMN AND THE AMOUNT SHOULD BE LEFT BLANK. THIS REQUIREMENT IS WAIVED FOR THIS BID ONLY. BIDDERS ARE STILL REQUIRED TO LIST WHO THEY ARE USING TO FULFILL THE EBE REQUIREMENT AND THE SUBCONTRACTOR MUST SIGN OFF ON FORM A. THE PERCENTAGE OF PARTICIPATION AND AMOUNT SHOULD NOT BE LISTED BECAUSE THEY WILL VARY ACCORDING TO THE PROJECT THAT THEY ARE SUBCONTRACTED TO DO. HOWEVER, THE PRIME CONTRACTOR WILL STILL BE REQUIRED TO ENSURE THAT 40% OF THE WORK OBTAINED IS SUBCONTRACTED TO ONE OR MORE OF THE CERTIFIED EBE SUBCONTRACTOR(S) AS LISTED ON THEIR FORM A.

EBE PARTICIPATION IS AN ELEMENT OF BID RESPONSIVENESS. FAILURE TO MEET THE SPECIFIED EBE REQUIREMENTS WILL RENDER THE BID UNRESPONSIVE, AND THE DOA-BUSINESS OPERATIONS DIVISION MAY THEN RECOMMEND AWARD TO THE NEXT APPARENT LOW BIDDER. [REF: SEC. III C (3)].

FOR FURTHER INFORMATION REGARDING EBE PARTICIPATION, CONTACT THE EMERGING BUSINESS ENTERPRISE MANAGER, OSSIE KENDRIX, AT 414-286-5552 OR THE MAIN OFFICE NUMBER AT 414-286-5553.

*** INSURANCE REQUIREMENT ***

THE SUCCESSFUL BIDDERS MUST FURNISH EVIDENCE OF INSURANCE COVERAGE IN ACCORDANCE WITH THE CITY OF MILWAUKEE INSURANCE REQUIREMENTS. THE INSURANCE CERTIFICATE MUST BE ACCOMPANIED BY AN "AFFIDAVIT OF NO INTEREST". THE ORIGINAL INSURANCE CERTIFICATE AND AFFIDAVIT OF NO INTEREST MUST BE APPROVED BY THE OFFICE OF THE CITY ATTORNEY PRIOR TO THE COMMENCEMENT OF ANY WORK.

AWARD OF BID: THE CITY OF MILWAUKEE'S IT PROCUREMENT PROCESS IS HIGHLY DECENTRALIZED. EACH DEPARTMENT WILL SOLICIT SERVICES UNDER ITS OWN AUTHORITY AS THE NEED FOR SERVICES ARISES. THEREFORE, MULTIPLE AWARDS WILL BE MADE TO THE LOWEST RESPONSIBLE AND RESPONSIVE BIDDER(S) COMPLYING WITH THE BID SPECIFICATIONS AND COMPLETION OF APPENDIX A. LOW BIDDER(S) WILL BE DETERMINED FROM THE GRAND TOTAL OF ALL POSITIONS QUOTED IN A PARTICULAR GROUP (GROUPS 1.0-4.0 OF APPENDIX A). BIDDERS MUST QUOTE ALL POSITIONS LISTED IN A GROUP TO BE ELIGIBLE FOR AWARD OF THAT GROUP.

*** TERMS AND CONDITIONS ***

BY SIGNING THIS BID, BIDDER HEREBY AGREES TO ALL THE TERMS AND CONDITIONS OF THE FOLLOWING CITY OF MILWAUKEE DOCUMENTS:

1. INVITATION, INSTRUCTIONS, TERMS AND CONDITIONS FOR FORMAL BID AND CONTRACTS WHICH CAN BE DOWNLOADED FROM THE "BID INFORMATION" SECTION OF THE PROCUREMENT SERVICES SECTION WEBPAGE.
2. LIVING WAGE FORMS WHICH CAN BE DOWNLOADED FROM THE "FORMS" SECTION OF THE PROCUREMENT SERVICES SECTION WEBPAGE. ONLY THE AFFIDAVIT OF COMPLIANCE - LIVING WAGE PROVISION NEEDS TO BE INCLUDED WITH THE BID SUBMITTAL.
3. CITY OF MILWAUKEE INSURANCE REQUIREMENTS WHICH CAN BE DOWNLOADED FROM THE "FORMS" SECTION OF THE PROCUREMENT SERVICES SECTION WEBPAGE.
4. EBE COVER LETTER AND PROVISIONS.

NOTES:

-- THESE DOCUMENTS ARE HEREBY REFERENCED AND INCORPORATED AS PART OF THE CONTRACT AWARDED FROM THIS BID.

-- THESE DOCUMENTS CAN ALSO BE DOWNLOADED WITH THE INVITATION TO BID FROM THE BIDS PENDING SECTION ON THE PROCUREMENT SERVICES SECTION WEBPAGE.

-- IF YOU ARE UNABLE TO DOWNLOAD ANY OF THESE DOCUMENTS FROM OUR WEBPAGE, YOU MAY OBTAIN A COPY BY CALLING OUR OFFICE

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AT (414)	286-3501.				

*** LOCAL BUSINESS ENTERPRISE CONTRACTING STANDARDS ***

NOTE: BIDS THAT ARE ISSUED ON OR AFTER AUGUST 10, 2009 INCLUDE A LOCAL BUSINESS ENTERPRISE (LBE) BID INCENTIVE IN ACCORDANCE WITH CHAPTER 365 OF THE MILWAUKEE CODE OF ORDINANCES. PLEASE NOTE THAT THE LBE CRITERIA HAS BEEN REVISED, EFFECTIVE DECEMBER 18, 2009. INFORMATION REGARDING THE LBE INCENTIVE AND REVISED CRITERIA CAN BE FOUND BY CLICKING ON THE LINK BELOW.

<http://www.city.milwaukee.gov/ImportantInformation359.htm>

IT IS YOUR RESPONSIBILITY AS A BIDDER TO FAMILIARIZE YOURSELF WITH THIS ORDINANCE PRIOR TO SUBMITTING YOUR BID.

LOCAL BUSINESS ENTERPRISE MEANS A BUSINESS WHICH SATISFIES ALL OF THE FOLLOWING CRITERIA:

A. OWNS OR LEASES PROPERTY WITHIN THE GEOGRAPHICAL BOUNDARIES OF THE CITY OF MILWAUKEE. POST OFFICE BOXES SHALL NOT SUFFICE TO ESTABLISH COMPLIANCE AS A LOCAL BUSINESS ENTERPRISE. A RESIDENTIAL ADDRESS MAY SUFFICE TO ESTABLISH COMPLIANCE AS A LOCAL BUSINESS ENTERPRISE, BUT ONLY IF THE BUSINESS DOES NOT OWN OR LEASE OTHER REAL PROPERTY, EITHER WITHIN OR OUTSIDE THE GEOGRAPHICAL BOUNDARIES OF THE CITY OF MILWAUKEE. LEASED PROPERTY SHALL NOT SUFFICE TO ESTABLISH COMPLIANCE AS A LOCAL BUSINESS ENTERPRISE UNLESS AT LEAST HALF OF THE ACREAGE OF ALL THE REAL PROPERTY OWNED OR LEASED BY THE BUSINESS IS LOCATED WITHIN THE GEOGRAPHICAL BOUNDARIES OF THE CITY OF MILWAUKEE.

B. HAS OWNED OR LEASED REAL PROPERTY AND HAS BEEN DOING BUSINESS WITHIN THE GEOGRAPHICAL BOUNDARIES OF THE CITY OF MILWAUKEE FOR AT LEAST ONE YEAR.

C. IS NOT DELINQUENT IN THE PAYMENT OF ANY LOCAL TAXES, CHARGES OR FEES, OR HAS ENTERED INTO AN AGREEMENT TO PAY ANY DELINQUENCY AND IS ABIDING BY THE TERMS OF THE AGREEMENT.

D. WILL PERFORM AT LEAST 10% OF THE MONETARY VALUE OF THE WORK REQUIRED UNDER THE CONTRACT.

THE NOTARIZED LOCAL BUSINESS ENTERPRISE PROGRAM AFFIDAVIT OF COMPLIANCE MUST BE SUBMITTED WITH YOUR BID IN ORDER TO BE CONSIDERED FOR LBE STATUS. THIS AFFIDAVIT CAN BE FOUND ON THE SAME PAGE WITH THE LBE ORDINANCE BY CLICKING ON THE LINK REFERENCED ABOVE.

*** SLAVERY DISCLOSURE AFFIDAVIT ***

NOTE: EFFECTIVE DECEMBER 28, 2005, THE CITY OF MILWAUKEE ADOPTED AN ORDINANCE RELATIVE TO THE DISCLOSURE OF PARTICIPATION IN OR PROFITS DERIVED FROM SLAVERY BY CONTRACTORS. ALL CONTRACTORS AWARDED A CONTRACT ON BEHALF OF THE CITY OF MILWAUKEE, WHETHER OR NOT SUBJECT TO A COMPETITIVE BID, SHALL COMPLETE AN AFFIDAVIT PRIOR TO ENTERING INTO THE CONTRACT VERIFYING THAT THE CONTRACTOR HAS SEARCHED ANY AND ALL RECORDS OF THE COMPANY OR ANY PREDECESSOR COMPANY REGARDING RECORDS OF INVESTMENTS OR PROFITS FROM SLAVERY OR SLAVEHOLDER INSURANCE POLICIES DURING THE SLAVERY ERA. THE NAMES OF ANY ENSLAVED PERSONS OR SLAVEHOLDERS DESCRIBED IN THOSE RECORDS MUST BE DISCLOSED IN THE AFFIDAVIT.

THE CITY SHALL MAKE THE INFORMATION CONTAINED IN THE AFFIDAVIT AVAILABLE TO THE PUBLIC. ANY CONTRACT BETWEEN THE CITY AND A CONTRACTOR WHICH FAILS TO PROVIDE THE REQUISITE AFFIDAVIT OR WHICH INCLUDES MATERIAL FALSE INFORMATION ON SUCH AFFIDAVIT SHALL BE RENDERED NULL AND VOID. TO REFERENCE MILWAUKEE CODE OF ORDINANCES 310-14, PLEASE SEE:

<http://cctv25.milwaukee.gov/code/volume3/ch310.pdf>

*** ETHICAL PURCHASING REQUIREMENT ***

EFFECTIVE JANUARY 8, 2008, THE SUCCESSFUL BIDDER FOR ALL PROCUREMENTS MUST COMPLY WITH CITY OF MILWAUKEE ORDINANCE 310-17 WHICH CAN BE FOUND AT:

<http://cctv25.milwaukee.gov/code/volume3/ch310.pdf>

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AND THE HOURLY NON-POVERTY WAGE TABLE WHICH CAN BE FOUND ON THE PROCUREMENT SERVICES WEB SITE AT:

<http://www.city.milwaukee.gov/display/router.asp?docid=327>

IT IS YOUR RESPONSIBILITY AS A BIDDER TO FAMILIARIZE YOURSELF WITH THIS ORDINANCE PRIOR TO SUBMITTING YOUR BID. BIDDERS ARE ALSO URGED TO MAKE ALL SUBCONTRACTORS AWARE OF THIS ORDINANCE AND ENCOURAGE ANY AND ALL SUBCONTRACTORS TO COMPLY WITH IT AS WELL.

WILL YOU COMPLY WITH THIS REQUIREMENT ? (CHECK BELOW)

_____ YES _____ NO

NOTE: FAILURE TO COMPLY WITH THIS REQUIREMENT MAY RESULT IN BID REJECTION.

*** PAYMENT TERMS ***

THE CITY STRIVES TO MAKE TIMELY PAYMENT ON ALL INVOICES. PAYMENT TO THE VENDOR WILL BE DEEMED TIMELY IF THE PAYMENT IS MAILED, DELIVERED OR TRANSFERRED WITHIN 60 CALENDAR DAYS AFTER RECEIPT OF A PROPERLY COMPLETED INVOICE OR RECEIPT AND ACCEPTANCE OF THE PROPERTY OR SERVICE UNDER THE ORDER OR CONTRACT, WHICHEVER IS LATER. IF THE CITY DOES NOT MAKE PAYMENT BY THE 60TH CALENDAR DAY, THE CITY SHALL PAY SIMPLE INTEREST BEGINNING WITH THE 31ST CALENDAR DAY OF THE RATE OF ONE PERCENT PER MONTH (UNLESS THE CITY DISPUTES THE AMOUNT OF THE INVOICE). REFERENCE COMMON COUNCIL FILE NO. 900859 ADOPTED OCTOBER 16, 1990, PROVISIONS OF STATE STATUTE 66.285 AND 66.286

IF THIS BID HAS SUBCONTRACTOR REQUIREMENTS, THE PRIME CONTRACTOR MUST PAY SUBCONTRACTOR(S) WITHIN TEN WORKING DAYS OF THE RECEIPT OF PAYMENT FROM THE CITY OF MILWAUKEE, OR TEN DAYS FROM RECEIPT OF A PROPERLY SUBMITTED AND APPROVED INVOICE FROM THE SUBCONTRACTOR, WHICHEVER IS LATER. IF THE CONTRACTOR FAILS TO MAKE TIMELY PAYMENT TO A SUBCONTRACTOR, THE CONTRACTOR SHALL PAY SIMPLE INTEREST AT THE RATE OF ONE PERCENT PER MONTH, BEGINNING WITH THE 11TH CALENDAR DAY.

IF YOU WOULD LIKE TO OFFER A PAYMENT DISCOUNT TO THE CITY, PLEASE STATE BELOW:

_____%, _____ DAYS

THE CITY WILL DETERMINE THE LOW BIDDER BY TAKING INTO CONSIDERATION CASH DISCOUNTS OFFERED BY THE BIDDERS ONLY IF THE PAYMENT TERMS ARE 30 DAYS OR MORE. HOWEVER, IF THE LOW BIDDER WHO IS AWARDED THIS CONTRACT HAS QUOTED A MORE FAVORABLE DISCOUNT FOR EARLIER PAYMENT, AND THE CITY PAYS WITHIN THAT EARLIER TIMEFRAME, THE BIDDER WILL BE HELD TO THAT QUOTED DISCOUNT.

BID INFORMATION

A. INVITATION: Sealed bids for furnishing supplies, equipment, work, material, labor, services, or material and labor combined as specified below must be received in the DOA-Business Operations Division, Procurement Services Section, Room 601, City Hall, 200 East Wells Street, Milwaukee, WI 53202,

NO LATER THAN 2:00 PM-CST ON: THURSDAY, JUNE 10, 2010

ALL BIDS RECEIVED AFTER THE SPECIFIED CLOSING DATE AND TIME WILL BE REJECTED.

ALL BIDS WILL BE OPENED AND READ PUBLICLY ON THE SPECIFIED CLOSING DATE AT 2:30 PM IN ROOM 301C OF CITY HALL (THIRD FLOOR), 200 EAST WELLS STREET, MILWAUKEE, WI.

B. FORM AND MANNER OF BID: Please note that bids must be SEALED, addressed to Business Operations Division, Procurement Services Section, Room 601, City Hall, 200 E. Wells St., Milwaukee, WI 53202. Your bid envelope must be plainly marked in the lower left hand corner of the envelope as follows:

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Bid Number: 2395

Bid Closing Date: THURSDAY, JUNE 10, 2010, AT 2:00PM-CST

Commodity/Service: CITY WIDE VENDOR SERVICE CONTRACT FOR IT PROFESSIONAL SERVICES

Any bid received in an envelope not properly and clearly marked as specified above may result in the bid being rejected. Bids delivered by other electronic means, such as e-mail, are not allowed and bids so delivered will not be considered.

The fax number for submitting SEALED bids is (414) 286-5507. Bidders choosing to use facsimile equipment to transmit bids do so at their own risk. The City cannot and does not guarantee that its facsimile equipment will always be available or properly operating for the receipt of bids. Fax bids must be received IN THEIR ENTIRETY before the 2:00 p.m. bid closing time.

An original of the bid sent by fax machine must be received by the DOA, Business Operations Division, Procurement Services Section, if requested, within four (4) business days. FAILURE TO RESPOND IN FOUR (4) BUSINESS DAYS MAY RESULT IN BID REJECTION.

Bidders wishing to hand deliver their bid should bring their bid response and have it time stamped before 2:00 p.m. on the bid closing date to:

Department of Administration Office (DOA)
200 E. Wells Street, Room 606 (6th floor of City Hall)
Milwaukee, WI 53202.

C. BID DESCRIPTION: CITY WIDE VENDOR SERVICE CONTRACT FOR IT PROFESSIONAL SERVICES

D. PLANS AND/OR SPECIFICATIONS: AS SPECIFIED IN BID

E. SPECIAL CONDITIONS: The following special conditions apply to this Invitation to Bid and the award of the contract following the receipt of bids: AS SPECIFIED IN BID

*** EMERGING BUSINESS ENTERPRISE PROGRAM ***

THE EMERGING BUSINESS ENTERPRISE (EBE) PROVISION FOR THIS BID WILL BE 40%. (If applicable, you must download the attachments for terms and conditions and required forms).

NOTE: IF THIS BID DOES NOT SPECIFY A PERCENTAGE OF MANDATORY EBE PARTICIPATION, THE CITY STRONGLY ENCOURAGES THE USE BY THE BIDDER OF CERTIFIED EMERGING BUSINESS ENTERPRISE FIRMS FOR ANY SUPPLEMENTARY SERVICES ATTENDANT TO THE GOODS OR SERVICES PROVIDED HEREUNDER. USE OF EMERGING BUSINESS ENTERPRISE FIRMS WHENEVER POSSIBLE THROUGHOUT THE COURSE OF THE ENGAGEMENT FOR SUCH SUPPLEMENTARY SERVICES IS STRONGLY ENCOURAGED BY THE CITY, BUT IS NOT A REQUIREMENT FOR SUBMITTING A BID, UNLESS OTHERWISE SPECIFIED. FURTHER INFORMATION ABOUT THE EBE PROGRAM CAN BE OBTAINED FROM THE OFFICE OF THE EMERGING BUSINESS ENTERPRISE PROGRAM (EBEP), LOCATED IN ROOM 601, 200 EAST WELLS STREET, MILWAUKEE, WISCONSIN 53202, PHONE (414) 286-5552.

Has your business been certified as an Emerging Business for the City of Milwaukee by the Emerging Business Enterprise Program?

Yes _____ No _____

If you are interested in the certification process for your business, please contact the Emerging Business Enterprise Program Office for more information at (414) 286-8749 or (414) 286-8781,

Any special conditions stated above shall take precedence over any conflicting provisions stated elsewhere in this document or any attached terms and conditions.

F. BID DEPOSIT OR BID BOND REQUIRED (See attached Terms and Conditions for more details): NONE

This is NOT AN ORDER

All returned quotes and related documents must be identified with our request for quote Number.

Authorized Signature

Invitation to Bid

City of Milwaukee

CITY OF MILWAUKEE
200 E WELLS STREET
MILWAUKEE WI 53202
United States

CIMIL

Vendor: 0001030455
WEBPAGE DOWNLOAD
<http://www.milwaukee.gov/citygov/daa/sp/sp.shtml>
MILWAUKEE WI 53202

Bid ID	Date	Buyer	Page
CIMIL-0000002395	05/13/2010	Karen Cutts	7
Payment Terms	Date	Time Bid Open	Closing
PROMPT PAY	05/13/2010	03:32 PM	06/10/2010 02:00 PM

Ship To: CITY WIDE VENDOR CONTRACTS
CITY OF MILWAUKEE
FOR VARIOUS CITY AGENCIES
AT VARIOUS CITY LOCATIONS
MILWAUKEE WI
United States

Bill To: CITY WIDE VENDOR CONTRACTS
CITY OF MILWAUKEE
FOR VARIOUS CITY AGENCIES
AT VARIOUS CITY LOCATIONS
MILWAUKEE WI

Line	Item	Description	Mfg ID	UOM	Need Date
G.	PERFORMANCE BOND REQUIRED (See attached Terms and Conditions for more details):			NONE	

*** PERSONAL INTEREST ***

DOES ANY OFFICER, EMPLOYEE, AGENT, MEMBER OF A GOVERNING BODY, OR PUBLIC OFFICIAL OF THE CITY OF MILWAUKEE WHO EXERCISES ANY FUNCTIONS OR RESPONSIBILITIES IN CONNECTION WITH THE REVIEWING, APPROVING OR ADMINISTERING THE CARRYING OUT OF ANY SERVICES OR REQUIREMENTS TO WHICH THIS BID PERTAINS, HAVE ANY PERSONAL INTEREST, DIRECT OR INDIRECT, IN THIS BID AND ANY CONTRACT THAT MAY RESULT THEREOF?

Yes _____ No _____

*** COOPERATIVE PURCHASE ***

Would you be willing to extend the pricing from any contract that may result from this bid to other V.A.L.U.E. members of local government entities in the southeastern Wisconsin area including but not limited to the Milwaukee Metropolitan Sewerage District (MMSD) and/or Milwaukee Public Schools (MPS)?

Yes _____ No _____

Please be advised that the award of this bid by the City of Milwaukee is NOT contingent upon your agreement to the above request. If, however, you agree to extend to any other agencies, each agency will be responsible for issuing and administering its own contract and resulting purchase order.

CONTACT PERSON FOR ORDER PLACEMENT:

NAME: _____

PHONE: _____ FAX: _____

EMAIL ADDRESS: _____

This is NOT AN ORDER

All returned quotes and related documents must be identified with our request for quote Number.

Authorized Signature

CITY OF MILWAUKEE
Department of Administration
Business Operations Division
Procurement Services Section

BINDING SIGNATURES FOR BID AND CONTRACT

Upon award and acceptance of this bid by the City of Milwaukee, the undersigned bidder, by its authorized persons signing below, agrees that all provisions set forth herein will become binding as a formal contract upon the fulfillment of all conditions precedent set forth herein.

This agreement constitutes the entire agreement between the parties relating to the subject matter of this agreement. All prior understandings, agreements, correspondence and discussions of the parties are merged into and made a part of this agreement.

CONTRACTOR (To be signed by two persons authorized to legally bind your firm to this contract)

Bidder's Firm _____

Address _____

City/State _____ Zip _____

Telephone _____

Fax number _____

E-mail
Address _____

Federal ID # _____

BY: _____
(manual signature required)

NAME _____
(typed or printed)

TITLE _____

DATE _____

BY: _____
(manual signature required)

NAME _____
(typed or printed)

TITLE _____

DATE _____

Witnesses: Two Witnesses to Bidder's Authorized Signature

BY: _____
(manual signature required)

NAME _____
(typed or printed)

BY: _____
(manual signature required)

NAME _____
(typed or printed)

This section must be fully completed and witnessed in order to process your bid.

FOR OFFICIAL CITY USE ONLY

CITY OF MILWAUKEE, a municipal corporation

BY _____
City of Milwaukee Purchasing Director

DATE _____

Countersigned:

BY _____
City Comptroller

DATE _____